



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | CORRECTIONS AND REHABILITATION, DEPARTMENT OF | RELEASE DATE: | Friday, February 26, 2010 |
| POSITION TITLE: | Associate Director, Fiscal Services, Budget Management Branch | FINAL FILING DATE: | Tuesday, March 16, 2010 |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 02222010_4 |

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Office of Fiscal Services (OFS), Budget Management Branch (BMB) and in collaboration with executive management, the Associate Director, OFS, BMB directs and supervises all of the budget management services. This includes planning, organizing, and establishing policies, procedures, and directives related to fiscal management and budget development for the California Department of Corrections and Rehabilitation (CDCR). The Associate Director, OFS is also responsible for setting fiscal policies for all departmental programs and direct oversight of the Assistant Director of Operations (CEA 2) and Assistant Director of Central Administration (CEA 1) within the BMB.

Duties include, but are not limited to:

- Manages two Assistant Director's and indirect management of subordinate managers and staff in those branches; including planning, organizing, selecting, directing, monitoring, training, evaluating, and disciplining. Reviews written documents and reports prepared by staff, controlled correspondence from the branch staff, cost analysis, budget change proposals (BCP's), legislative and regulatory analysis, policy proposals, and audit responses. Provides functional direction to institutional and program management staff on budget-related responsibilities.
- Develops and recommends policy related to fiscal management and budget development for CDCR. Approves and signs internal fiscal policies and procedures for dissemination Department wide.
- Provides expert fiscal policy consultation to executive management and represents the Deputy Director at budget related executive level and divisional staff meetings and briefings as necessary.
- Directs fiscal reviews of all departmental programs through the subordinate Assistant Director's and develops statewide budget change proposals and budget reduction packages. Ensures all Budget Concept Statements and BCP's are tracked through the entire process and implemented upon

approval; Department of Finance (DOF) policies are reviewed, tracked, and implemented; and deficiency letters are developed and submitted in a timely manner.

- Approves initial budget projections and change allotments, as recommended by the Assistant Director's. Ensures budget allotments are distributed on a timely basis, monthly budget plans are reviewed and received from all programs, and corrective action and recalculation of budget projections occurs as necessary.
- Represents the Department before external groups, testifies at Legislative Budget Committee hearings, and provides budget information to control agencies, legislative staff, Legislative Analyst's Office, audit organizations, and media, etc.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Broad and extensive experience in fiscal, accounting, and budget management including the principles, practices, and methods of fiscal accountability (i.e. capital outlay, procurement, special projects, position allocation, cost analysis, and Budget Change Proposals).
- Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and fiscal processes.
- Ability to analyze complex program issues or problems and develop recommendations to resolve the issues.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing, with Legislators, Department of Finance representatives, and other external agencies on major fiscal policy and budget related issues.
- Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of budgeting strategies for a large department.
- Demonstrated experience in representing the Department before the Legislature, control agencies, local governments, and other state agencies on policy level issues; testifying in court proceedings and negotiations of proposed settlements as they relate to fiscal services.

- Demonstrated ability in planning, organizing, and directing a large program and ensuring successful functionality with stakeholders.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director, Fiscal Services, Budget Management Branch**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

FILING INSTRUCTIONS

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by March 16, 2010 to Tracy Heinsen, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and 12 point font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Resumes do not take the place of the Statement of Qualifications.
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:
www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments

1515 S Street, Room 108-N, Sacramento, CA 95811
Tracy Heinsen | (916) 445-9061 | tracy.heinsen@cdcr.ca.gov

ADDITIONAL INFORMATION

*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>